



VICTIM COMPENSATION AND GOVERNMENT CLAIMS BOARD CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	VICTIM COMPENSATION AND GOVERNMENT CLAIMS BOARD	RELEASE DATE:	Tuesday, November 3, 2009
POSITION TITLE:	CEA I - Information Technology Division (Pending SPB and DPA Approvals)	FINAL FILING DATE:	Tuesday, November 17, 2009 <i>or until filled</i>
CEA LEVEL:	CEA 1	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 6,173.00 - \$ 7,838.00 / Month	BULLETIN ID:	10282009_8

POSITION DESCRIPTION

The CEA I reports directly to the Executive Officer and serves as the Chief Information Officer for the Board. As part of the Executive Management Team, the incumbent is responsible for all facets of information technology support and provides the necessary resources and services to meet the Board's business goals and objectives, as well as, meet the Board's primary mission by providing appropriate and innovative technology based business tools and services to customers.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

1. Ability to advise, consult and work cooperatively with Executive management staff as well as with Legislators, the OTech, State Chief Information Officer, and other control agencies.

2. Experience with the planning, development, maintenance, installation and support of large system applications.
3. Ability to provide advice and recommendations in the various aspects of development, administration, oversight and evaluation of policy and implementation activities relative to information technology.
4. Ability to plan, organize and direct the work of a multi-disciplinary professional staff exhibiting skills necessary to lead, motivate, and develop staff.
5. Ability to establish effective working relationships and credibility with contractors, the vendor community, state and federal control agencies.
6. Knowledge of quality customer service principles and demonstrated use of customer expectations for continuous improvement.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **CEA I - Information Technology Division (Pending SPB and DPA Approvals)**, with the **VICTIM COMPENSATION AND GOVERNMENT CLAIMS BOARD**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

The examination will consist of an evaluation of competitor's State Application, and Statement of Qualifications, weighted 100%. The Statement of Qualifications is a narrative discussion of how the candidate's education, training, skills and experience meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing. Interviews may be conducted as part of the examination process with only the most qualified candidates if it is determined necessary in order to make a selection. All applicants will be notified of the results.

FILING INSTRUCTIONS

Faxed applications will not be accepted.

Applications will be retained for 12 months.

Veterans' Preference Credit is not granted in promotional examinations.

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and size 12 font, no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

VICTIM COMPENSATION AND GOVERNMENT CLAIMS BOARD, Human Resources
Division (4th Floor)
PO Box 48, Sacramento, CA 95812
Ashley Keith | 491-3805 | ashley.keith@vcgcb.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The VICTIM COMPENSATION AND GOVERNMENT CLAIMS BOARD reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>